

NEED HELP?

DO NOT RETURN TO STORE. PLEASE VISIT US AT:
www.polygroupstore.com OR 1-877-527-0313

Pre-Assembly

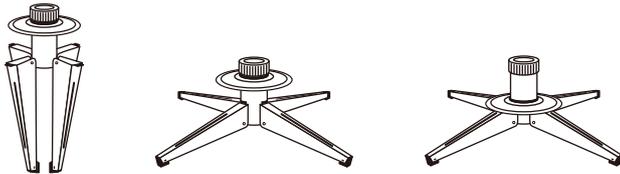
Package Contents

Part	Description	Quantity
A	Tree top	1
B	Tree center, Sticker 2	1
C	Tree center, Sticker 1	1
D	Tree stand	1

Assembly

Assembling the tree stand

- Step 1.** Choose a location near a wall outlet.
- Step 2.** Assemble the tree stand and place on a level surface.
- Step 3.** Unfold the legs of the tree stand and lay the stand on the floor.
- Step 4.** Slide the locking disk of the tree stand down until it snaps into place.



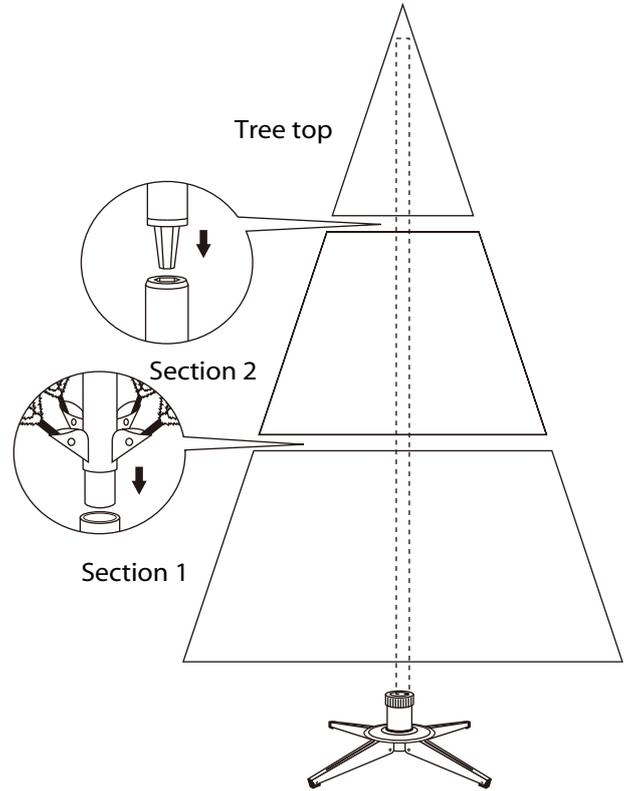
Assembling the tree

Each tree section is numbered with a tag. Please identify all sections before assembling.

- Step 1.** Assemble the tree from the bottom to the top. Start with the bottom section and remove protective cap before inserting into the assembled stand. Make sure the pole is firmly inserted and secured into the stand.
- Step 2.** Please remove protective cap from middle section and continue inserting into the bottom section.
- Step 3.** Insert the tree top into the tree center.
- Step 4.** Allow branches to fall into place or gently pull up and out.
- Step 5.** Begin to shape the branches and tips working from the bottom to the top. Start with tips farthest from the pole and fan out one to the right, one to the left and one at the center of the main stem.
- Step 6.** Shape the tree from the bottom to the top. Start with the branches farthest from the pole – fan out in a star shape, and continue until the entire tree is shaped.



- Step 7.** After shaping the entire tree following the previous step, slightly upswEEP all branch tips for a uniform look. Shift branches to fill any gaps. Your Christmas tree is now complete and ready to be decorated.



Maintenance

Spare parts

This tree package includes hinge pins and washers for any replacement or repair that you need to perform on your tree. If extra parts are needed, contact the Customer Service Team at 1-877-527-0313 between the hours of 8 am and 5 pm EST, Monday through Friday.

Repairing Loose Hinges

- Step 1.** Extra hinge pins are included for repairing the hinges. Place the branch into the slot of the bracket.
- Step 2.** Insert a new hinge pin through the holes of the bracket and secure with a washer.

Care and Cleaning

- 1. Remove all ornaments and decorations.
- 2. Disassemble the tree from the top to the bottom. Start with the tree top and gently lift straight up to remove from section below and fold all branches toward the pole.
- 3. In case of difficulty separating the tree pole (trunk), apply a small amount of lubricant at the joint and rotate the upper pole in both directions. Lift up the upper pole again.
- 4. Continue by gently lifting straight up each section(s) from the section below and fold all branches toward the pole until the bottom section is removed from the tree stand.
- 5. Carefully place all tree sections into shipping box and tape it shut.
- 6. When not in use, please store your tree in a cool, dry place away from sunlight. Exposing your tree to excessive heat or humidity may damage your tree.
- 7. Keep out of reach of pets and children.